

Hall of Records
CommissionREQUEST FOR RECORDS RETENTION SCHEDULE
to be Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE NO. 159

PAGE NO. 1. ✓

1. Requesting Agency

BANK COMMISSIONER

2. Division or Bureau of Requesting Agency

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No. 5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period. 6. Recommendation of Hall of Records and Board of Public Works.

1. ACCOUNTING RECORDS

Period Covered: 1953 - -
Quantity: 3 cubic feet
File Arrangement: chronological
Annual Accumulation: 1 cubic foot
Audited by: State

This item includes all standard accounting forms used by State agencies. Specifically, these are:

Comptroller of the Treasury

Form No.

E-1-S Distribution of Charges
E-1 & E-2 Transmittal
DD-1 Certificate of Deposit and Bank Deposit Slip
R-2 (formerly MR-2) Monthly Report of State Funds
Collected and Deposited
Monthly Statement of Balances
Distribution of Unexpended and obligated Balances

Purchasing Bureau (Department of Budget & Procurement)

1-A Requisition for Supplies
47-A Purchase Order
100-16 Out-of Schedule Requisition for Supplies

*Approved Hall of
Records Commission*

7. Agency, Division or Bureau Representative

Signature

Bank Commissioner

Title

4/7/55

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

May 5, 1955
Date

Morris S. Radloff
Archivist

MAY 17 1955
Date

McLuskey
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)SCHEDULE 159
NO.PAGE
NO. 2.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
-------------------	---	--

39A & 40A	Stores Requisition	
CF-2	Copy of Contract Awarded	
CF-1	Capital Fund Requisition for Equipment	
100/24	Actual Emergency and Repairs Report	
27-A	Copy of Contract Awarded	
CF-3	Copy of Contract Awarded	
	Delivery Notice	
26-A	Notice of Award of Contract	
52	Credit Memorandum	
51	Report of Partial Delivery	

Budget Bureau (Department of Budget & Procurement)

BB-1(Rev.)	Formerly BB-1 and BB-2	
	Budget Schedule Amendment Sheet	
BP Inv. R101	Report of Fixed Assets (Annual)	
BP Inv. R102	Report of Materials and Supplies (annual)	
BP Inv. 6	Materials and Supplies Physical Inventory (annual)	
BB-40	Request for Position Action	
Budget Forms		
1 thru 11	Budget Estimates Fiscal Year (13 pages including Farm Statement)	
BP Inv. 1	Stores Record	
BP Inv. 2	Equipment Record	
BP Inv. 3	Motor Vehicle Record	
	Memorandum of Adjustment	

Others

Vendors Invoices
Bank Deposit Slips
Bank Statements
Bank Deposit Receipts
Cancelled Checks
Check Stubs
Weekly Time Sheet
Assignment Sheet
Statement of Examination Fee

APPROVED BY
BOARD OF PUBLIC WORKS

Date MAY 17 1955


SecretaryRECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED,
WHICHEVER IS LATER, AND THEN DESTROY.2. ACCOUNTING RECORDS FOR WHICH DISPOSAL HAS BEEN PROVIDED BY A
GENERAL RECORDS RETENTION SCHEDULE

PAYROLL (Prior to July 1, 1953). The agency copy of this payroll is to be retained for five years or until audited, whichever is later, and then destroyed. (General Schedule No. G-1, Item 1-d, approved by the Board of Public Works, January 11, 1954).

*Approved Hall of
Records Commission*

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE
NO. 159

PAGE
NO. 3.

4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.

PAYROLL JOURNAL - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-2, Item 1-d, approved by the Board of Public Works, January 11, 1954).

PAYROLL EXCEPTIONS, Additions and Exceptions - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. 2, Item 3-B, approved by the Board of Public Works, January 11, 1954).


PAY WARRANTS - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. 3, Item 3, approved by the Board of Public Works, May 10, 1954).

RECEIVING WARRANTS - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. 4, Item 3, approved by the Board of Public Works, May 10, 1954).

TRANSMITTAL FORM E-1 or E-¹/₂ (Comptroller of the Treasury Form) is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. 5, Item 3, approved by the Board of Public Works, May 10, 1954).

APPROVED BY
BOARD OF PUBLIC WORKS

Date MAY 17 1955


Secretary